



Google apps

Getting Started Resources for Google Apps

Welcome to Google Apps for **International Internet Marketing**. To help you get started with your new Google Mail and Calendar services, we've put together a list of useful guides and videos for you. To open the guide or video, simply click its link.

If you need immediate assistance with your Google Apps account, please contact:

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User Guides

These guides help you get started with Google Mail and Calendar.

- [Getting Started with Google Apps this document.](#)
Follow these step-by-step instructions to get started on your first day with Google Apps. We highly recommend you print this guide before your account is migrated.
- [Mail and Calendar FAQ this document](#) Get answers to many common questions about Google Apps Mail and Calendar.
- [Mobile Setup Guide for BlackBerry this document](#) Use these instructions to set up your BlackBerry device to access Google Mail and Calendar.
- [Google Calendar FAQ for Administrative Assistants this document](#) If you manage another employee's calendar, refer to this guide for learn more about setting up meetings, handling invitations and notifications, and sharing calendars.
- [Quick Reference: GMail Keyboard Shortcuts and Search Tips](#)
Learn how to use your computer keyboard to perform almost any task in Google Mail without your mouse. Also find out how you can use the powerful Google Search feature to find any message in your inbox or archive.



Self-Paced Videos

These eLearning courses let you learn about Google Mail and Calendar at your own pace.

- [Google Apps Basics: Mail and Calendar](#)
Watch this video first to learn about working with your new Google Apps account.
- [Managing Your Inbox: Tips and Tricks for Gmail](#)
Get the most out of Google Mail by using labels, search, keyboard shortcuts, and more.
- [Gmail Basic Course](#)
Watch this series of step-by-step video instructions on working with Google Mail.



Quick Clips

These videos show you quick demos of common tasks.

- [Mail: Archiving Messages](#)
- [Mail: Threaded Conversations](#)
- [Calendar: Scheduling Meetings](#)
- [Calendar: Sharing Calendars](#)

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